COOK COUNTY TIME

Job Aid: Entering Leave of Absence (Positive Pay)

When and employee goes on a Leave of Absence the timesheet will need to be modified in a certain way to accurately track their leave. This Job Aid describes how to track leave for Positive Pay employees in the CCT system.

Continuous Absence Case

When an employee goes on leave for an extended block of time this is called a continuous case. Examples of this type of leave would be birth of a child or an illness/injury that causes you to be away from work all day every day.

- This Job Aid assumes the employee or Case Manager has already created and absence case in our ACT (Absence Compliance Tracker) module.
- Since this is a continuous case, as soon as the case is pre-approved, the ACT system will automatically generate "Unpaid Leave of Absence – LOA" directly on the employee's timesheet.

Unpaid Leave of Absence - LOA ▽	8.00	336	▽
Please Select ▽			

- This code is to track the leave of absence hours in CCT. If the leave of Absence is a FMLA case, this code will automatically deduct the hours from their 12 weeks of FMLA time. It is also used for leaves other than FMLA.
- The "Unpaid Leave of Absence – LOA" is a tracking code and does not go to E1. If the employee is to be paid for this leave, or docked for this leave, pay codes may need to be manually added to the timesheet.

Continuous Absence Case (Paid)

- If an employee needs to be paid for their leave of absence they can request time through the time off request screen. Or their timekeeper, payroll, or case manager can add time directly to the timesheet.
    - *Note: If the leave is for Continuous Parental Leave or Continuous Union Leave the paid time is automatically generated and no time needs added to the timesheet until their leave is exhausted.*
- Example: If an employee is on a continuous FMLA leave the system will automatically generate "Unpaid Leave of Absence – LOA" on their timesheet to track their FMLA usage. If they want to be paid out of their Vacation bank for this leave they can have code "Vac-FMLA -303" added to their timesheet. This will pass to E1 to pay them for this leave.

Unpaid Leave of Absence - LOA ▽	8.00	336	▽
Vac-FMLA - 303 ▽	8.00	336	▽

- *Note: Even though they have 16.00 hours on the day they will not be paid for 16 hours. The LOA code is for tracking purposes only.*

Continuous Absence Case (Unpaid)

- Now that many of the employees are Positive Pay in CCT, it is not required to entered docked pay codes for an unpaid leave of absence.

- Any docked codes added to a Positive Pay employee will not be sent to payroll. They can be added to the timesheet, but they will be for CCT reporting purposes only.
- Example: If an employee is on a continuous FMLA leave the system will automatically generate "Unpaid Leave of Absence – LOA" on their timesheet to track their FMLA usage. If they are to be unpaid for this time, then the timesheet can be left as is. The fact that they are not clocking in/out or filling in the time with paid leave will effectively dock Positive Pay employees, without needing to add a docking code:

Unpaid Leave of Absence - LOA ▼	8.00	336	▼
Please Select ▼			

- The "FMLAUnpd-H/C -605" docked code can be added to the timesheet, but this code will not be sent to E1. It would be for reporting purposes only:

Unpaid Leave of Absence - LOA ▼	8.00	336	▼
FMLAUnpd-H/C - 605 ▼	(8.00)	336	▼

- *Note: Avoid using negative docked codes for Positive Pay employees as it can cause confusion with the timesheet totals.*
- If a Positive Pay employee is on an extended Unpaid Leave of Absence, E1 will need to be setup with standard hours. Also they will need to be set to code 625 for non FMLA leaves and 605 for FMLA leaves.

Intermittent Absence Case

When an employee has an open leave, but they still regularly go to work, this may be an intermittent leave. Examples of this type of leave would be an injury where they can work, but they have to leave work to go to physical therapy once a week.

- This Job Aid assumes the employee or Case Manager has already created and absence case in our ACT (Absence Compliance Tracker) module.
- Since this is an intermittent case, the "Unpaid Leave of Absence – LOA" will have to be **manually added** to the timesheet.

Unpaid Leave of Absence - LOA ▼	8.00	336	▼
Please Select ▼			

- *Note: It is very important this code is manually added to the timesheet. It is the code that deducts from the 12 weeks of FMLA.*
- If the employee is to be paid or docked for this leave, then you can manually add the necessary docked or paid codes just like for the continuous case.

Paid:

Unpaid Leave of Absence - LOA ▼	8.00	336	▼
Vac-FMLA - 303 ▼	8.00	336	▼

Docked:

Unpaid Leave of Absence - LOA ▼	8.00	336	▼
FMLAUnpd-H/C - 605 ▼	(8.00)	336	▼

Docked code is optional for reporting purposes and is not required for Positive Pay employees.